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6 July 1954

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MEMORANDUM FOR:

SUBJECT : Report of Message Center Operations  
1 - 30 June 1954

1. Cables Processed

a. The Cable Secretariat reproduced and distributed a total of 13,854 cables during the month of June 1954. This figure represents an increase of approximately 3% over the total recorded for May 1954, and an increase of 2,500 cables over the total recorded for June of last year. We understand that total word volume for June greatly exceeded all past records. Tab A compares June totals with those of May and provides a tabulated account of DD/I Suspense items handled during the month.

b. Cables briefed for or distributed to the Director totaled 2,418 or 17% of the total number of cables handled. The  project contributed 60% to the total number of cables furnished the Director.

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2. Personnel

a. Our personnel situation improved during the month. The four clerk-typist vacancies reported last month were filled promptly by the Office of Personnel. I expressed my appreciation to  for his efforts on our behalf. One of the four girls furnished to us has been reassigned to the Personnel Office in an administrative capacity. I believe she was over qualified in background for our type of work and she preferred the regular hours and cleaner working conditions which go with the new assignment. Personnel has promised us a replacement within a few days. During July we will lose three of our senior Cable Analysts and in anticipation of these losses we have made encouraging progress in training selected personnel from the Typing Unit to be reassigned as replacements. However, this will mean that during the month of July we will still be short three typists. The Personnel Office has been advised of our situation and they are endeavoring to bring us up to full strength as soon as possible.

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b. [ ] returned from leave on 30 June. He completed his separation from the Army the same day and is to return to duty as a civilian on 1 July. He appears rested and fit and as glad to be back with us as we are to have him back.

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c. I briefed [ ] on the happenings of the past month and told him that I was proud of the Staff for the conscientious and efficient manner in which they performed during his absence. In the face of an unprecedented number of operational immediate cables, no effort was spared to meet every demand placed upon us during the critical period just ended. Our efforts of course were dependent entirely upon Communications' efforts to whom must go the credit for a bang-up job of communications handling.

### 3. Cable Regulations and Cable Handbooks

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On 12 June we obtained Colonel L. K. White's signature on our proposed draft of [ ] Basic Cable Policy. You will recall that formal coordination on this Regulation began with a draft prepared by [ ] in September 1953. During the period of ten months of coordination of the Regulation an extraordinary number of suggestions and comments were received which warranted favorable consideration. A substantial majority of these have been modified and included in the Regulation or have been incorporated into the Cable Handbook which will supplement the Regulation. Both the Regulation and the Cable Handbook were sent to the Regulations Control Staff on 14 June. They have advised us that both will be published during July. A sterilized version of the Headquarters Regulation has been prepared and sent to Regulations Control for formal coordination. This Field version of the Regulation has been informally coordinated with DD/P-ESEC and the Communications Security Division and we anticipate no difficulty will arise in the coordination with other interested offices. We have sterilized and are in process of typing a draft of the [ ] Cable Handbook. This will be released for coordination with the interested offices the first week of July.

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### 4. T/O Increase

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On 7 June you signed our paper requesting an increase in our T/O to the extent of five positions. The increase in personnel is based upon greatly increased workloads on our Watch Officer and Typing Staffs. Indications are that our present request is receiving favorable consideration along the way. [ ] called to state that the Personnel Office

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had endorsed our paper and had forwarded it to DD/A. At that time he had just completed the arrangements for furnishing us with personnel for our four typist vacancies. He stated that in view of our separate T/O paper that it appeared probable that we would need an additional three typists which he would arrange for us subject to the final approval of our request for increased strength. A Management Officer has visited us in connection with our paper and I believe all questions concerning our organizational structure were answered satisfactorily. We are now awaiting for the Wage and Classification Officer to survey the positions in question but are confident that we can support our proposed grade structure with him.

5. General

25X1A a. Tab B is a memorandum from Mr. Helms confirming his telephone conversation with [ ] that Mr. Helms has received from the Director authorization to confine distribution of certain RYBAT cables. The cables, falling in the select group, will be to and from: [ ] These cables will not be distributed to DCI, D/DCI or DD/P.

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25X1A b. In a telephone conversation with [ ] Mr. Helms requested that [ ] cables not be suspended to the DD/I. He stated that he will furnish all intelligence information contained in such cables to DD/I.

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25X1A c. [ ] who was to make a twice delayed periodical check on our Suspense System on 14 June again cancelled his appointment. He has returned from leave but his secretary advises us he has not found it possible to work his monthly visit to us into his schedule. We are preparing to select one day's traffic during July as usual to add to April, May and June selections we have on hand.

25X1A d. As verbally reported to you, we have held off asking DD/I in writing to confirm the fact that a formal CS dissemination is not an acceptable means of resolving a Suspense placed upon a cable. [ ] had promised to send me a memorandum to that effect but has not done so. In view of the postponement of our monthly contact with him, the memorandum shown as Tab C is being sent direct to DD/I. We are reluctant to put our Suspense Sheet into process for printed reproduction until we have something in writing from DD/I to substantiate the statement that a CS is not acceptable in these instances.

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e. In connection with our Suspense DD/I procedure, we have agreed to furnish FI/RQM initially with copies of all DD/I Suspense Items. The request for this came from [ ] who stated he was aware of the objection registered against such action in the initial discussions of the Suspense procedure. The purpose of furnishing RQM with a copy of Suspense items is to provide a closer working relationship between the Reports Officers preparing PDs and the RQM Office which releases them.

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[ ]  
Deputy Cable Secretary

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**Attachments:**

Tab A  
Tab B  
Tab C

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**SECRET****TRAFFIC SUMMARY FOR JUNE 1954****CABLES PROCESSED**

TYPE	JUNE 1954	MAY 1954	INCREASE
IN Cables	9,555	9,438	+ 117
OUT Cables	4,299	4,040	+ 259
TOTALS	13,854	13,478	+ 376

**PRELIMINARY DISSEMINATIONS****PROCESSED**

JUNE	MAY	INCREASE
371	305	+ 66

**CABLES FURNISHED DCI**

Cables briefed for and distributed to DCI totaled 2,418 or 17% of the total volume handled. This compares to 1,750 or 13% for the month of May. Cables routed to the Director during June 1953 totaled 799.

**CABLES SUSPENDED OR FURNISHED DD/I**

a. During June 1954, 185 cables were suspended for the DD/I. The following actions were taken:

Copies distributed to DD/I, AD/CI and FI/RQM	71
Preliminary Disseminations Prepared	62
Disseminated to OCI via TTY	17
Intelligence Furnished DD/I and OCI by Action Office	2
Filed without Dissemination to DD/I (Incorrectly suspended)	33

b. A total of 1,290 cables and PDs was furnished DD/I. This includes copies of incoming cables which were subsequently furnished again as PDs.

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